

# EMC Documentum Import Manager



## Optimizing content import into the EMC Documentum platform

### The Big Picture

- Automate importing and attributing large volumes of content into Documentum
- Enforce corporate standards by applying predefined metadata templates
- Ensure import integrity with detailed monitoring and reporting
- Kick-off content development workflows via import settings
- Deliver a strategy for managing content from third party vendors and external content contributors

### Simplifying content import

Corporations produce a significant amount of content every day and access to this content from across the enterprise is critical to a multitude of initiatives. Content can come from various sources both internal and external. For example, many types of marketing communications are created by third-party design agencies. This content is often stored on CDs, DVDs, and network folders making it difficult to find and reuse. It may also be complex or large in size, such as video and still image files, which compounds the problem. Multiply this by the number of projects in an organization and it represents a significant amount of unmanaged content.

EMC Documentum<sup>®</sup> Import Manager simplifies and controls the process of getting large amounts of content into the repository. It can import any number of files, in any size or format, and associate their relevant business metadata in one simple transaction. Once in the repository, this content is searchable, managed with version control, protected by robust security, and available for automated workflows.

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## Power and ease of use

Import Manager is designed to ingest high volumes of content. Using it can be as straightforward as simply selecting a set of files or as sophisticated as setting up format specific metadata, automated lifecycles, and validation rules for an import.

### Documentum Import Manager features:

- A streamlined, easy-to-use interface: Define content and metadata criteria for import through a convenient wizard interface. Setup is done with no programming required, reducing administration time for batch imports
- Support for metadata modeling: Utilize EMC Documentum object types to define standard sets of metadata attributes, value assistance and validation rules relevant to similar groups of content types
- Pre-defined metadata defaults: Save time by using Documentum templates to define default attribute values, security, and permissions on a per format basis
- Detailed Reporting: Review the status and end result of all the content in an import job

### EMC Documentum Import Manager—speed, efficiency and control

Import Manager delivers a high level of control and feedback when importing your content.

- Validate metadata attribute values against established rules prior to import, allowing you to correct any mistakes before an import job is run
- Automatically maintain file and folder hierarchy of imported content, ensuring content is organized in the same manner as it appears on disk
- Sequentially queue multiple import jobs, allowing new jobs to be setup while others are running in the background
- Monitor the progress of each import job from one single view that provides quick access to detailed information about current and past transactions
- Save time and effort by easily resolving and re-importing content that failed to meet metadata validation, security, or permissions criteria
- Acquire a detailed audit trail of all import activities with import history and status reports, allowing you to be sure the current version of content is in the appropriate location



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### Take the next step

Unmanaged content represents lost opportunities and wasted intellectual capital. To learn how Documentum Import Manager can help you leverage and control your disparate content, contact us at **800.607.9546** or online at [www.EMC.com/documentum](http://www.EMC.com/documentum)